

California Energy Commission



CLASSIFICATION: Energy Commission Supervisor II (Efficiency)
(Lateral transfer opportunity for Current Staff Services Manager I)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,312 - \$6,409
 (Salary will be adjusted to comply with the State Personal Leave Program)

LOCATION: Sacramento

FINAL FILING DATE: Until Filled

DUTIES AND RESPONSIBILITIES:

If you are looking for an organization that encourages creativity and supports a cooperative work environment, we have an opportunity for you. If you are interested in being part of an innovative team at the forefront of developing and implementing energy efficiency policies for model programs emulated around the world, look no further. The California Energy Commission's Building Standards Implementation Office is seeking a manager to supervise a team tasked with increasing awareness of energy efficiency programs. Responsibilities include; designing, developing and executing marketing and educational plans to support the Commission's goals and objectives.

The Commission's Efficiency and Renewable Energy Division is located at 1516 Ninth Street. For your convenience monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Proven experience in a combination of marketing and/or training program development and execution.
- Highly developed written and oral communication skills
- Ability to supervise staff in their production of timely quality work products
- Proven ability to direct, motivate and earn the respect of staff
- Ability to adjust programs and schedules to accommodate needed changes
- Demonstrated ability as a motivated self-starter
- Expert user of Microsoft Office products
- Experience putting together and managing all aspects of training events
- Building design and implementation background preferred but not necessary
- Strong cross-functional team player with a positive attitude

WORKING CONDITIONS: Work is performed indoors in an office setting.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Incumbents in equivalent supervisory classes (e.g. Staff Services Manager I) are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility and RPA#420-154 for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678). IN ADDITION, PROVIDE EXAMPLES OF THE FOLLOWING:

- MARKETING CAMPAIGNS THAT YOU HAVE DESIGNED, DEVELOPED AND IMPLEMENTED.
- EXAMPLES OF STRATEGIC MARKETING AND EDUCATION OUTREACH WORKPLANS DESIGNED AND IMPLEMENTED
- EXAMPLES OF EDUCATIONAL MATERIALS DESIGNED AND DEVELOPED INCLUDING BROCHURES, PERIODICALS, NEWSLETTERS, EDUCATIONAL BULLETINS, ETC.
- EXAMPLES OF TRAINING MATERIALS, DESIGNED AND IMPLEMENTED.

California Energy Commission

Personnel

Audra DeBenedetti (RPA# 420-154)

1516 9th Street, MS-3

Sacramento, CA 95814

(916) 654-4515

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA#420-154

Position# 4200-4940-010

Date: 11/1/12